

# COVID-19 Safety Plan – Snapshot

**Business name:**

Castle John's Pub & Restaurant

**Date completed:**

09/01/2020

**Revision date:**

09/20/2021

## Measures we're taking

### How we're ensuring workers know how to keep themselves safe from exposure to COVID-19

- posting notices in common areas
- emails to management of any recent health announcements
- team meetings
- internal communication announcements
- remind workers about available social and mental health supports, and encourage them to use these resources
- share information to help our workers stay healthy while travelling between home and work
- train and re-train on procedures
- post information for workers and other people entering the workplace

### How we're screening for COVID-19

- screen all workers on arrival at work for COVID-19 symptoms and other risk factors (for example, close contact to cases, travel)
- actively screen by having someone ask the screening questions
- actively monitoring workers for symptoms more than once during their shift
- monitoring others who enter the workplace and ensure screening questions are asked and contact information has been provided by the customer/customers.
- signage posted asking people with symptoms not to enter
- encourage workers to monitor their own symptoms at all times
- ensure workers know where to find the online COVID-19 self-assessment
- ask workers to use the tool at home if they have any symptoms and to follow the instructions
- ensure workers know who their workplace contact is and how to get in touch with them in case the self-assessment, public health or their health care provider suggests they self-isolate, or if they start to experience symptoms at work
- **Customer records are not required for take-out customers.**

### Vaccine Passport Requirements

- Individuals aged 12 and over, unless otherwise exempted, can provide either a **paper or digital copy** of their vaccination receipt that demonstrates they are fully vaccinated. It must include their name, date of vaccination and product name (brand of vaccine) at the time of vaccination.
- All customers will be required to provide one valid piece of identification that contains their name and date of birth (examples: Driver's License, Birth Certificate, Citizenship card, Government (Ontario or other) issued identification card, including health card (we are not allowed to ask

customer for their health card, however if they volunteer it to you, you can accept it) Indian Status Card /Indigenous Membership Card, Passport and Permanent Resident card.

**Sample of Covid-19 Vaccination receipt:**

**Ontario**  **Ministry of Health**  
**Ministère de la Santé**

**COVID-19 vaccination receipt / Récépissé de vaccination contre la COVID-19**

Identification / Identification
Name / Nom: John Q. Citizen
Health card number / Numéro de la carte Santé: XXXX-XXX-XXX-XX
Date of birth / Date de naissance: 2002-12-12

  

Vaccination / Vaccination
Date / Date: 2021-07-03, 1:34 pm
Agent / Agent: COVID-19 mRNA
Product name / Nom du produit: MODERNA COVID-19 mRNA-1273
Diluent product: Not applicable / Ne s'applique pas
Lot / Lot:
Dosage / Dosage: 0.5ml
Route / Voie: Intramuscular / Intramusculaire
Site / Site: Left deltoid / Dectoide gauche
You have received 2 valid dose(s) / Vous avez reçu 2 dose(s) valide(s)
Vaccine administered by / Vaccin administré par:
Authorized organization / Organisme agréé:

- **Process/Steps Required by Our Staff to Ensure Requirements are met**
- 1. Match the name and the date of birth of the patron listed on the vaccination receipt against the name and date of birth on a piece of identification.
- 2. Verify the receipt is either (a) an Ontario receipt issued at the time of vaccination or any format of receipt downloaded from Ontario.ca that shows the holder is fully vaccinated against COVID-19 (b) a receipt signed by an Indigenous Health Provider, or (c) a receipt from another jurisdiction that shows the holder is fully vaccinated against COVID-19.
- 3. Verify that the receipt shows that the holder is fully vaccinated.
- 4. Verify that the date of administration of the final shot in the series is at least fourteen days prior to the date the patron is seeking access to the business or organization.
- Validation of identification is considered to have been completed/successful when the name and date of birth of the presenter of the vaccination receipt and the name and date of birth on the identification document match.
- **If the name and date of birth on both documents do not match, the individual will not be allowed to enter the business or organization.**
- For Ontario residents, expired Ontario government issued identification, including drivers' licenses, and expired Canadian government issued documents, such as passports, may be provided as proof of identification. Visitors from within Canada may provide expired passports but may not provide expired provincial documents as proof of identification. All patrons visiting

from abroad may not provide expired documents as proof of identification. The patron seeking entry to the business or organization is solely responsible for demonstrating that they are the legitimate holder of the vaccination receipt, and that the information being provided is complete and accurate and relates to the patron. **If they cannot demonstrate that to our business, the individual will not be allowed to enter.**

- **Proof of identification for youth if they are not comfortable carrying around their passport or health card:** The identification requirements are flexible, and identification is required to confirm only name of the person and date of birth – government identification can be used for this purpose but is not required.

### **Exemptions**

The proof of identification and proof of vaccination against COVID-19 requirements do not apply to:

a) Workers, contractors, repair workers, delivery workers, students, volunteers, inspectors or others who are entering the business or organization for work purposes and not as patrons.

b) A patron who is entering an indoor area solely for the following purposes: • to use a washroom; • to access an outdoor area that can only be accessed through an indoor route; • to make a retail purchase; • while placing or picking up an order • while paying for an order. All other public health measures (e.g., masking and physical distancing) continue to apply to takeout patrons.

c) Children under 12 years of age are exempt.

d) Patrons who provide a written document, completed and supplied by a physician (designated as "MD") or by a registered nurse in the extended class (designated as "Registered Nurse (Extended Class)", "RN(EC)", "Nurse Practitioner" or "NP") stating that the individual is exempt for a medical reason from being fully vaccinated against COVID-19 and the effective time-period for the medical reason. Patrons with a medical exemption are required to present identification and a written document stating the individual is exempt for a medical reason to the business or organization. To review proof of a medical reason for not being vaccinated against COVID-19, the business or organization must ensure:

The name of the person in the written documentation matches the identification provided.

The physician's or registered nurse in the extended class's information is complete by including:

Name and contact information of the physician or registered nurse in the extended class;  
Logo or letterhead identifying the physician or registered nurse in the extended class;  
Statement that there is a medical reason for the individual's exemption from being fully vaccinated against COVID-19;

Any effective time-period for the medical reason which includes the date the patron is seeking access to the business or organization.

**Please note: The information that you are providing to us for proof of vaccination will be in no way used for any other purposes than to allow patrons into our location.**

## **How we're controlling the risk of transmission in our workplace**

### Physical distancing and separation

- Maintain 2-metres distance between staff and customers
- All customer seating is a minimum of 6 ft. (2 m) apart or partitioned off
- Ensuring customers are spaced a minimum of 6 ft. (2 m) apart, when moving throughout the restaurant to safeguard the flow of traffic. If customers are waiting for take out orders, we are ensuring that the customers are either a minimum of 6 ft. (2 m) apart, asked to wait in a separate area from our seated customers, or if proper distancing cannot be maintained, customers are asked to remain outdoors or in their vehicles.
- Minimize contact with customers by maintaining a safe distance while handling goods and taking payments – debit transactions are recommended
- Masks are required by all staff and customers when physical distancing is not possible (except in cases of non-medical mask exemption)
- Face shield or full eyewear required by servers/bartenders if they are within 6ft. (2 m) from a customer
- All customers are required to wear a mask unless they are seated (except in cases of non-medical mask exemption)
- Staff to ensure customers are maintaining safe physical distances
- Non-vaccinated staff have been given specific guidelines on how to conduct themselves around co-workers and patrons. They will only be allowed on the premises for work purposes only. In the event on an outbreak at our location, they will not be permitted to return to work until the outbreak has been resolved.

### **Cleaning**

- Provide ways for customers and staff to properly clean hands, by providing access to soap and water or alcohol-based hand sanitizer.
- Provide staff hand sanitizer for their use only.
- Have all employees and visitors wash their hands thoroughly with soap and water or use hand sanitizer before entering the workplace and after contact with surfaces others have touched.
- Encourage staff to wash hands before breaks and at shift changes.
- Staff maintain a regular cleaning schedule for washroom facilities.
- Sanitize commonly-touched surfaces or areas such as entrances, counters, washrooms and kitchens on a regular and consistent basis.
- Sanitize shared equipment (where sharing of equipment cannot be avoided).
- Hygiene instructions posted for staff and customers

## **Other**

- Laminated menus that are cleaned after each use or takeout menus that are discarded after each use
- Online ordering and regular menu available on our website and our app. App is available on Google Play Store and the Apple App Store
- Takeout options by phone or website, and delivery available in some locations
- Condiments and cutlery brought to the table on request – unused items are to be disposed of
- Ensuring that the number of customers seated at a table meets the government standards based on the regional colour code given. (Ex. Red Zone – maximum of 4 people per table.)
- Ensuring we are obtaining customers name and phone numbers for contact tracing in colour zone areas where it is required.
- Remind staff to wash hands, use proper cough and sneeze etiquette and avoid touching eyes, nose or mouth

## **What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace**

### **Step 1: Exclude symptomatic workers from the workplace**

If a worker calls in sick or informs us of symptoms, or close contact with someone with symptoms, they are asked to take the self-assessment. The worker is to follow any recommendations given by the tool, including being tested and self-isolating. If there is any question as to their physical health, they are not required to come to work and will be asked to stay home until they are symptom free. The worker is advised to contact their doctor or [Telehealth Ontario](#) at [Toll-free: 1-866-797-0000](#) for further directions about testing and self-isolation.

If a worker shows symptoms in the workplace, they are advised to return home and self-isolate immediately. If the worker cannot leave immediately, they will be isolated until they are able to leave. If the worker is very ill, 911 will be called and the operator will be notified that the person may have COVID-19.

### **Step 2: Contact public health**

We will immediately contact local public health unit for guidance on next steps. Public health will provide instructions and do contact tracing if needed.

To support contact tracing, the following information will be provided:

- date and approximate length and frequency of interaction
- full name
- contact telephone numbers
- addresses (for workers) or the name of the visitor's business

### **Step 3: Follow public health guidance**

Local public health requires that:

- other workers who were exposed are notified and sent home to self-isolate, self-monitor and report any possible COVID-19 symptoms
- the workplace be shut down while the affected workplace or area and equipment are disinfected
- other public health measures are implemented

Disinfection of the premises will commence immediately, including possible shut down until all surfaces etc. have been thoroughly cleaned and sanitized.

### **Self-isolation and return-to-work**

Public health may require self-isolation for a minimum of 14 days for workers with symptoms, and for those who have had close contact with an individual with symptoms or a confirmed diagnosis.

Symptomatic workers may need to self-isolate for longer based on the advice of public health or their health care provider.

### **What we will do if a customer becomes rude or aggressive with our staff for following government guidelines**

We will not tolerate any rude or aggressive behaviour. Our staff has been trained to politely answer questions or advise customers of our policies. In the event that a customer is not complying with our policies, we reserve the right to ask you to leave. If any patron becomes excessively rude or aggressive and refuses to vacate the premises, we will call 911 for assistance.

### **Questions**

If you have any further questions about our policies on Covid-19, you can email us at [castlejohnssuggestions@gmail.com](mailto:castlejohnssuggestions@gmail.com)